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What's New?

Forms

- [Form 5-45](#): this new form is a NJ SPIRIT (NJS) form. The version in the Policy Manual forms section is for illustration purposes only. The form contains a section for an Adolescent Program Referral ID/PIN, which is used for internal tracking of adolescent program referrals that **MAY** result in a service provider providing a service that is categorized as a NYTD (National Youth in Transition Database) service. It uniquely identifies a youth to a specific service provider and program. The referral ID/PIN is active from the time of creation until the youth turns 21 (or until the program ends). The Referral ID/PIN is generated via the new Adolescent Program Referral Window (NJS Navigation: Desktop>Create>Case Work>Adolescents>Adolescent Program Referral (Age 14-21)).
The Adolescent Program Referral ID/PIN shall only be used by the service provider to document that an independent living service was provided to a youth AND that the service meets NYTD reporting requirements. The service provider will report the activity back to NJS - using the Referral ID/PIN - via a new NJS External interface. **Note:** there is a “controlled introduction/pilot” that is scheduled to run through April

2019. Only selected providers/offices/adolescents will participate in the pilot. Although the functionality is currently available in NJS, the plan is to roll-out the new process Statewide in May 2019. If staff have questions, they should contact their Local Office Manager (LOM).

As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

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If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.